

10 MAY 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
 10 May 1974

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1. Streamlining: Discussions are being held between representatives of the Office of Personnel and the Office of Training relative to the feasibility of [REDACTED] preparing some of its own contracts in order to reduce processing time. Authorization to [REDACTED] would be limited to the preparation of OP-approved standard-type agreements. Technical and more complex agreements would continue to be referred to headquarters for preparation. We will review [REDACTED] prepared contracts on a post-audit basis.

2. Internal Referrals: Recruitment Division reports that as of 8 May they had received 238 referrals as a result of the recent Employee Bulletin inviting nominations of potential clerical employees.

3. Supergrade Survey: The survey of supergrade positions is still in progress. The DDI area has been completely covered as has a major portion of the DDM&S area. The DDS&T survey is completed except for about 16 positions. The DDO area has been completed except for about 40 descriptions.

4. Position Management:

a. The initial draft of the ORD survey report has been completed.

b. The end of salary controls for Wage employees has provided for pay increases this month which will average over seven percent for most Wage Board employees and over eight percent for Printing and Lithographic employees. The new pay schedules for the Federal Wage Board and the Lithographic Wage Board will be effective on 12 May.

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c. [REDACTED] has completed a five-week detail with the U. S. Civil Service Commission where he participated in the "Study of Private Enterprise Pay Rates for Positions Equivalent to GS-14/18." This project has two

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primary objectives: (1) one-time measurement of current private enterprise pay rates for GS-14/18 equivalents, and (2) attempt to develop a continuing method for measuring GS-14/18 pay either as a supplement to, or as a replacement for, the Professional, Administrative, Technical, Clerical (PATC) survey conducted by the Bureau of Labor Statistics. [REDACTED] reports that Government salaries at the GS-17/18 level appear to be lower than industry, but at the GS-14/16 range Government pay is more comparable. The official CSC report will not be published until August 1974.

5. Retirement Activity: We are once again monitoring the annual "countdown" of retirements to 30 June.

		<u>DDO</u>	<u>DDM&S</u>	<u>DDS&T</u>	<u>DDI</u>	<u>DCI</u>	<u>Contract</u>
Retired thru							
8 May	(314)	90	98	36	33	8	49
Known to							
30 June	(147)	48	48	13	15	4	19
Estimated							
to go	(84)	24	28	9	8	3	12

We will be sending the DD/M&S a report by the end of next week which will relate these known and planned retirement figures, anticipated accessions and projected resignations to the Agency end-of-Fiscal Year goal of [REDACTED]

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6. Regulation Change: Forwarded to Regulation Control Branch proposed change to [REDACTED] to implement change in counting part-time and intermittent contract employees against ceiling.

7. CEMLOC: Finalization of the CEMLOC master record data elements is 95 percent complete. Description of extract data and types of action needed from PERSIGN have been identified and given to the PERSIGN Project Leader.

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8. Exempt/Non-Exempt Designations: A work order was submitted to OJCS for a special report to be used in designating exempt/non-exempt categories for overtime and for establishing unique occupational codes where required to designate supervisory occupations.

9. Homecoming Day: The Homecoming Day Program activities are in the final stages and, as of now, we have invited 1,261 retirees of whom 950 have responded and 581 have accepted. Additional acceptances and "regrets" are expected, so we doubt we will have solid figures until after today's mail.

10. Travel: The summer rotation travel season has begun. Central Processing had 40 PCS overseas travellers during the past week and 36 TDY'ers. In addition, there were six PCS returnees from overseas.

11. Blood Donor Day: 185 donated blood on 7 May 1974, in contrast to 177 donors in May 1973.

12. ADP Resource Allocation Report: Attached is the OP response to the monthly ADP Resource Allocation Report for February 1974.

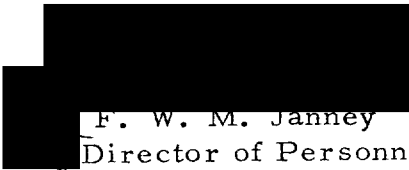
Coming Events

1. Complete the checking of the initial PERSIGN conversion and correct any errors in the current master file or in the programs.

2. Position Classification survey activities will continue.

3. Continue work on preparation of the OP response to the FY 1975 Program Call.

4. Continue our work on implementation of the Fair Labor Standards Act.


F. W. M. Janney
Director of Personnel

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Attachment

Distribution:

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O-D/Pers [REDACTED]:bkf (10 May 1974)

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ADMINISTRATIVE
INTERNAL USE ONLY

1 May 1974


MEMORANDUM FOR: Executive Assistant to Director of Personnel

SUBJECT : Monthly ADP Resource Allocation Report for
February 1974

1. The Office of Personnel ADP Project Activity Report from OJCS for February 1974 has been received and analyzed.

2. Attached herewith is a copy of our analytical report which indicates a projected over-run by 30 June 1974 of \$64,924 (OJCS "dollars") against FY 74 allocations.

STATINTL



Deputy Director of Personnel
for Plans and Control

Att
As Stated

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30 April 1974

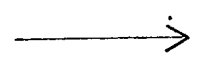
MEMORANDUM FOR: Deputy Director of Personnel
for Plans & Control

THROUGH : Chief, Automated Data Resources
Staff, OP

SUBJECT : Analysis of the February OJCS Project
Activity Report and February Allocation
Summary Report

1. Comparative analysis of the subject reports shows a probable or projected expenditure 9% greater than the amount allocated by OJCS for Personnel Projects during FY 74. Projected differences among the five major allocation summary categories are as follows:

<u>Category</u>	<u>FY 74 Allocation</u>	<u>Predicted Expenditure</u>	<u>Deviation</u>
Manpower	400,435	437,721	- 37,286
Batch	163,867	182,222	- 18,355
Timesharing	59,202	84,144	- 24,942
Data Prep. Card Proc'g.	29,091	29,629	- 538
Other	54,117		+ 16,297
Grand Totals	706,712	771,636	- 64,924




2. The attached resource allocation analysis sheet shows the dollar by dollar expenditures and projections for the various categories for Non-MAP, MAP and an OP Project Summary. Detailed analysis data for each project is available from the ADRS Resource Allocation file, if needed. The trend shown in the January report analysis continues for the February period with some improvement in the direction of balancing allocation shortage by the end of the fiscal year.

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Attachment

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CATEGORY ▽	EXPENDITURE TO DATE	MONTHLY # AVERAGE	PROJECTION REMAINING FY	PREDICTED FY TOTAL
MANPOWER	138516	14702	58808	197324
BATCH	84614	8715	34860	119474
TIMESHARING	28469	2284	9136	37605
DATA PREP. CARD PROC.	19995	2339	9356	29351
OTHER	25341	3108	12432	37773
GRAND TOTALS 	296935	31148	124592	421527

Average Adjusted to Exclude Inactive Projects

PROJECT


MAP PROJECTS

CATEGORY ▽	EXPENDITURE TO DATE	MONTHLY * AVERAGE	PROJECTION REMAINING FY	PREDICTED FY TOTAL
MANPOWER	133569	26707	106828	240397
BATCH	33844	7226	28904	62748
TIMESHARING	18863	6919	27676	46539
DATA PREP. CARD PROC.	94	46	184	278
OTHER	83	16	64	147
GRAND TOTALS 	186453	40914	163656	350109

* Compensated averages for new Activity Levels

PROJECT

OP SUMMARY

CATEGORY ▽	EXPENDITURE TO DATE	MONTHLY ** AVERAGE	PROJECTION REMAINING FY	PREDICTED FY TOTAL
MANPOWER	272085	41409	165636	437721
BATCH	118458	15941	63764	182222
TIMESHARING	47332	9203	36812	84144
DATA PREP. CARD PROC.	20089	2385	9540	29629
OTHER	25424	3124	12496	37920
GRAND TOTALS 	483388	72062	288248	771636

** Sum of Adjusted and Compensated Averages